FILLING IN THE EVAL TITLE PAGE

This checklist is meant to ensure that every independent evaluation report receives a uniform title page with an accompanying disclaimer at the bottom of the page. The template is available here.

Revised May 2015

FILL IN THE TEXT ASSOCIATED WITH EACH FIELD IN THE TEMPLATE FORM

The user places the cursor inside the grey box and fills in the necessary information

- Evaluation Title: [Should be the same as the project]
- ILO TC/Symbol: [Should be the same as the project]
- Type of Evaluation: [Final or Midterm - Independent, mention if it has been externally managed, as in an evaluation managed by an external company or UN agency]
- Country(ies): [List all countries covered by the evaluation]
- Date of the evaluation: [Date evaluation was approved by EVAL]
- Name of consultant(s): [List all consultants working on the evaluation, citing the lead. ALSO DO NOT FORGET TO SEND THE CV TO EVAL]
- ILO Administrative Office: [ILO office responsible for administrating project]
- ILO Technical Backstopping Office: [Technically office backstopping the project]
- Date project ends: [Date the project officially ends]
- Donor: country and budget US$: [Donor and the project budget in US$]
- Joint Evaluation agencies: [List all UN agencies which participated in the evaluation, then all of these should be listed here.]
- Name of Evaluation Manager: [The name of the ILO Official who managed the evaluation, or the name of the organization if externally managed]
- Evaluation Budget: [Enter the US$ cost of the evaluation]
- Key Words: [Use ILO terminology for main subject areas, searching the ILO thesaurus if necessary; link is available on the template]

Please ensure that the disclaimer in the template appears at the bottom of the title page.